Barrington C of E Primary School

Haslingfield Road, Barrington, CB22 7RG

**Headteacher: Mrs A Richards**

**School Secretary Job Description**

**POST TITLE:** School Secretary

**RESPONSIBLE TO:** Headteacher

**PURPOSE OF JOB*:*** To support the school in attaining its aims and objectives by providing and effective secretarial and administrative service within the school.

**SAFEGUARDING**

Barrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Everyone who works here has the responsibility for promoting the safeguarding and welfare of children.

**MAIN RESPONSIBILITIES:**

1. Manage the overall running of the school office.
2. Provide secretarial and admin support to the Headteacher and teaching staff.
3. Oversee the welcoming of visitors, including safeguarding and maintaining the ‘Sign in App’.
4. Attendance registers, pupil and staff absences, MIS pupil records.
5. Recording school meals, monitoring dinner monies via the online payment platform, liaising with kitchen staff.
6. Maintain Free School Meal registers.
7. Sort post and monitor office email account, taking action where necessary
8. Maintaining office and medical supplies and check incoming orders.
9. Ensure that first aid and processes related to medication are completed correctly.
10. Administer medicine and First Aid to pupils, if required (First Aid training to be provided by the school)
11. Produce routine reports.
12. Weekly and month end catering returns.
13. Disclosure and Barring checks and school volunteer registrations.
14. Updating and maintenance of Single Central Record.
15. School admissions, leavers and transfers.
16. Administration of school trips e.g., coach bookings, payments.
17. Support the co-ordination of the organisation and administration of school events.
18. Completion and submission of LA returns, including the School Census.
19. Any other duties as requested by the Headteacher.